



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

87117-01

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Office of Commissioner of Insurance State Fire Marshal's Office Manufactured Housing Division Floyd Bldg., W. Tower, Room 620 No. 2 MLK Dr., Atlanta, GA 30334	Application Number	73-139-A
Application Number		Date Received NOV 17 1987	Date Completed MAY - 5 1989
2. Person to Contact Ronald Sumner		Working Title Administrator	Telephone Number 656-2064
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 73-139-A Check One: <input type="checkbox"/> Change; <input checked="" type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1968 Latest Present		5. Records Series Title (followed by title used in office, if different) Certificate of Compliance Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? To administer The Uniform Standards Code for Factory Manufactured Movable Homes Act. To inspect and supervise the construction of manufactured homes that are manufactured in and out of state and are offered for sale in Georgia. To license, inspect and monitor the manufactured home dealers and manufacturers in the State of Georgia. To inspect and monitor out of state manufacturers. Reviews all plans and specifications and test data submitted by manufactured home manufacturers. Assists plant personnel in correcting production procedures that violate the Fire Safety Laws. Issues Code Certification Decals to manufactured home manufacturers. Monitors manufactured home complaints made by consumers against manufactured home manufacturers and dealers.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Maintaining copies of Certificate of Compliance with the Federal Regulations, required to be submitted by manufacturers under the Factory Manufactured Movable Homes Act. Included are: This form is used to indicate the type of appliances, the structural design and various information. There is not a Standard form number due to the fact that some manufacturers use different forms. File is arranged:			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>Twice</u> ; Seven to twelve months old <u>Twice</u> ; Thirteen to twenty-four months old <u>Zero</u> ; twenty-five months and older <u>Zero</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers <u>6</u> ; Shelves _____; Other (specify) _____			

X	a. Is this the official copy of the series? If not, where is it?
X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X	c. Is this a vital record?
X	d. Does this series have historical or long term research value?
X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X	f. Is the information contained in this series ever published? If yes, attach copy.
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
X	i. Is this series (or a major portion of it) regularly microfilmed?
X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	<u>0</u> years.	d. Audit period	<u>0</u> years.
b. Statute of limitation	<u>0</u> years.	e. Administrative need	<u>0</u> years.
c. Federal law	<u>30</u> years.	f. Federal retention instructions	<u>0</u> years.

Attach copy or excerpt of laws or regulations. Explain administrative need. Federal Register, Manufactured Home Procedural and Enforcement Regulation, Subpart H, paragraph 3282.362 (ii)(d), attached. The permanent record file shall be available during the life of a manufactured home. The life of a manufactured home has been established at thirty (30) years.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other Cut off each June and then, December

- ☐ Hold in the current files area month(s) year(s); then
- ☐ Transfer to local holding area, hold year(s); then
- ☒ Transfer to State Records Center; hold 30 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

NOTE: This amendment application provides for the retention of the paper files, instead of retaining the information on microfilm. Since the copies of the Certificates of Compliance are 2nd and 3rd generation copies, they are illegible on microfilm. Microfilming of these documents has, therefore, been discontinued.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<u>Ronald Summer</u>		<u>Fred Anderson</u>	<u>2-9-89</u>
871117-01		State Records Committee (Signature)	
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee	Date
		<u>Edward Weldon</u>	<u>5-4-89</u>
		Secretary of State/Designee	Date
		<u>W. H. Rogers</u>	<u>5/3/89</u>
		GOVERNOR Attorney General/Designee	Date
			<u>5/5/89</u>



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section. 1

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Office of Commissioner of Insurance State Fire Marshal's Office Manufactured Housing Division Floyd Bldg., W. Tower, Room 620 No. MLK Dr., Atlanta, GA 30334	Application Number 73-139-A	
Application Number		Date Received FEB 11 1987	Date Completed MAR - 3 1987
2. Person to Contact Ronald Sumner		Working Title Administrator	Telephone Number 656-2064
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 73-139-A Check One: <input type="checkbox"/> Change; <input checked="" type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest 1968 Present		5. Records Series Title (followed by title used in office, if different) Certificate of Compliance Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? To administer The Uniform Standards Code for Factory Manufactured Movable Homes Act. To inspect and supervise the construction of manufactured homes that are manufactured in and out of state and are offered for sale in Georgia. To license, inspect and monitor the manufactured home dealers and manufacturers in the State of Georgia. To inspect and monitor out-of-state manufacturers. Reviews all plans and specifications and test data submitted by manufactured home manufacturers. Assists plant personnel in correcting production procedures that violate the Fire Safety Laws. Issues Code Certification Decals to manufactured home manufacturers. Monitors manufactured home complaints made by consumers against manufactured home manufacturers and dealers.			
7. Record Series Description Documents relating to: Maintaining copies of Included are:		This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Certificate of Compliance with the Federal Regulations, required to be submitted by manufacturers under the Factory Manufactured Movable Homes Act. This form is used to indicate the type of appliances, the structural design and various information. There is not a Standard form number due to the fact that some manufacturers use different forms.	
File is arranged: Alphabetically by manufacturer.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>Twice</u> ; Seven to twelve months old <u>Twice</u> ; Thirteen to twenty-four months old <u>Zero</u> ; twenty-five months and older <u>Zero</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers <u>6</u> ; Shelves _____; Other (specify) _____			

X	If not, where is it?
X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X	c. Is this a vital record?
X	d. Does this series have historical or long term research value?
X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X	f. Is the information contained in this series ever published? If yes, attach copy.
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
X	i. Is this series (or a major portion of it) regularly microfilmed?
X	j. Does the record series result in a computer printout?

11. Retention Requirements The following requires the series to be kept:

a. State Law	_____ 0 _____ years.	d. Audit period	_____ 0 _____ years.
b. Statute of limitation	_____ 0 _____ years.	e. Administrative need	_____ 0 _____ years.
c. Federal law	_____ 30 _____ years.	f. Federal retention instructions	_____ 0 _____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.
 Federal Register, Manufactured Home Procedural and Enforcement Regulation, Subpart H, paragraph 3282.362 (ii)(d), attached. The permanent record file shall be available during the life of a manufactured home. The life of a manufactured home has been established at 30 years.

12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal year; ☒ Other Cut off each June and then, December

☒ Hold in the current files area 6 month(s) _____ year(s); then

☐ Transfer to local holding area, hold _____ year(s); then

☒ Transfer to State Records Center; hold 29½ year(s); then

☒ Destroy.

☐ Transfer to State Archives for permanent retention.

☐ Other (Specify)

NOTE: This amendment application provides for the retention of the paper files, instead of retaining the information on microfilm. Since the copies of the Certificates of Compliance are 2nd and 3rd generation copies, they are illegible on microfilm. Microfilming of these documents, has, therefore, been discontinued.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Joe Fried</i>	1-27-87	<i>Fred Anderson</i>	2-
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee <i>W. J. Dettl</i>	2-17-87
		Secretary of State/Designee <i>Edward Wilder</i>	2/16/87
		Attorney General/Designee <i>David H. ...</i>	2/3/87

***APPLICATION FOR RECORDS RETENTION SCHEDULE**

850718-05

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Office of Comptroller General State Fire Marshal's Office Manufactured Homes Div., Floyd Bldg. No. 2 Martin Luther King Jr. Dr., Room 620 West Tower, Atlanta, Georgia 30334	Application Number	73-139-A
Application Number		Date Received JUL 18 1985	
2. Person to Contact Pete Paulsen		Working Title Director, Manufactured Homes Division	Telephone Number 656-2064
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. 3-13-84 c. <input checked="" type="checkbox"/> Amend Application No. 73-139-A Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest 1968 Present		5. Records Series Title (followed by title used in office, if different) Certificate of Compliance Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? To administer The uniform Standards Code for Factory Manufactured Movable Homes Act. To inspect and supervise the construction of manufactured homes that are manufactured in and out of state and are offered for sale in Georgia. To license, inspect, and monitor the mobile home dealers and manufacturers in the State of Georgia. To inspect and monitor out-of-state manufacturers. Reviews all plans and specifications, and test data submitted by manufactured home manufacturers. Assists plant personnel in correcting production procedures that violate the Fire Safety Laws. Issues Code Certification Decals to mobile home manufacturers. Monitors mobile home complaints made by consumers against manufactured home manufacturers and dealers.			
7. Record Series Description		This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Certificate of Compliance with the Federal Regulations. Included are: This form is used to indicate the type of appliances, the structural design and various information. There is not a Standard form number due to the fact that some manufacturers use different forms.	
File is arranged:		Alphabetically by manufacturer.	
8. Monthly Reference Rate		How often are records referred to which are: One to six months old <u>Twice</u> ; Seven to twelve months old <u>Twice</u> ; Thirteen to twenty-four months old <u>Zero</u> ; twenty-five months and older <u>Zero</u> ?	
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers <u>6</u> ; Shelves _____; Other (specify) _____			

X	If not, where is it?
X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X	c. Is this a vital record?
X	d. Does this series have historical or long term research value?
X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X	f. Is the information contained in this series ever published? If yes, attach copy.
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
X	i. Is this series (or a major portion of it) regularly microfilmed?
X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	0 years.	d. Audit period	0 years.
b. Statute of limitation	0 years.	e. Administrative need	0 years.
c. Federal law	30 years.	f. Federal retention instructions	0 years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

Federal Register, Manufactured Home Procedural and Enforcement Regulation, Subpart H, paragraph 3282.362 (ii)(d), attached. The permanent record file shall be available during the life of a manufactured home. The life of a manufactured home has been established at 30 years.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other then,

- ☐ Hold in the current files area month(s) year(s); then
- ☐ Transfer to local holding area, hold year(s); then
- ☐ Transfer to State Records Center; hold year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

Microfilm: Hold microfilm in current files area for 30 years; then destroy and start new file.

Paper File: Hold until microfiche is verified; then destroy.

M. Hall
7-14-85

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
Pete Paulsen	5-31-85	Joe Thiel	6-24-85
State Records Committee (Signature)		Date	
State Auditor/Designee		7/25/85	
Secretary of State/Designee		7/23/85	
Attorney General/Designee		7/23/85	



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Office of Comptroller General State Fire Marshal's Office Manufactured Homes Division Floyd Bldg., West Tower, Room 620 200 Piedmont Ave., Atlanta, GA 30334	Application Number 73-139-A	
Application Number		Date Received JAN 4 1984	Date Completed MAR 13 1984
2. Person to Contact Pete Paulsen		Working Title Director, Manufactured Homes Division	Telephone Number 656-2064
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. <u>73-139-A</u> Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest <u>Present</u>		5. Records Series Title (followed by title used in office, if different) Certificate of Compliance Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? To administer The Uniform Standards Code for Factory Manufactured Movable Homes Act. To inspect and supervise the construction of manufactured homes that are manufactured in and out of state and are offered for sale in Georgia. To license, inspect, and monitor the mobile home dealers and manufacturers in the State of Georgia. To inspect and monitor out-of-state manufacturers. Reviews all plans and specifications, and test data submitted by manufactured home manufacturers. Assists plant personnel in correcting production procedures that violate the Fire Safety Laws. Issues Code Certification Decals to mobile home manufacturers. Monitors mobile home complaints made by consumers against manufactured home manufacturers and dealers.			
7. Record Series Description		This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.	
Documents relating to:		Certificate of Compliance with the Federal Regulations.	
Included are:		This form is used to indicate the type of appliances, the structural design and various information. There is not a Standard form number due to the fact that some manufacturers use different forms.	
File is arranged:		Alphabetically by manufacturer.	
8. Monthly Reference Rate		How often are records referred to which are: One to six months old <u>Twice</u> ; Seven to twelve months old <u>Twice</u> ; Thirteen to twenty-four months old <u>Zero</u> ; twenty-five months and older <u>Zero</u> ?	
9. Annual Rate of Accumulation of Records		Letter-size drawers _____; Legal-size drawers <u>6</u> ; Shelves _____; Other (specify) _____	

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	<u>0</u> years.	d. Audit period	<u>0</u> years.
b. Statute of limitation	<u>0</u> years.	e. Administrative need	<u>0</u> years.
c. Federal law	<u>30</u> years.	f. Federal retention instructions	<u>0</u> years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

Federal Register, Manufactured Home Procedural and Enforcement Regulation, Subpart H, paragraph 3282.362 (ii)(d), attached. The permanent record file shall be available during the life of a manufactured home. The life of a manufactured home has been established at 30 years.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other Cut off each June and then, December.

- ☒ Hold in the current files area 6 month(s) year(s); then
- ☐ Transfer to local holding area, hold year(s); then
- ☒ Transfer to State Records Center; hold 29 1/2 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Pete Paulsen</i>	<i>12-29-83</i>	<i>Fred Anderson</i>	<i>12-30-83</i>
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee <i>Frank Smith</i>	<i>3/9/84</i>
		Secretary of State/Designee <i>Edward Weldon</i>	<i>3/2/84</i>
		Attorney General/Designee <i>James Huggert</i>	<i>3-12-84</i>



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Comptroller General's Office State Fire Marshal's Office Mobile Home Division Floyd Building, West Tower, Sixth Floor 200 Piedmont Avenue Atlanta, Georgia 30334	Application Number 73-139-A	
Application Number		Date Received MAY 24 1983	Date Completed JUN 7 1983
2. Person to Contact Pete Paulsen		Working Title Administrator, Mobile Homes Division Telephone Number 656-2064	
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. <u>73-139-A</u> Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest _____ Latest <u>Present</u>		5. Records Series Title (followed by title used in office, if different) Certificate of Compliance Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? To administer The Uniform Standards Code for Factory Manufactured Movable Homes Act. To inspect and supervise the construction of mobile homes that are manufactured in and out of state and are offered for sale in Georgia. To license, inspect, and monitor the mobile home dealers and manufacturers in the State of Georgia. To inspect and monitor out-of-state manufacturers. Reviews all plans and specifications, and test data submitted by mobile home manufacturers. Assists plant personnel in correcting production procedures that violate the Fire Safety Laws. Issues Code Certification Decals to mobile home manufacturers. Monitors mobile home complaints made by consumers against mobile home manufacturers and dealers.			
7. Record Series Description Documents relating to: Included are:		This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Certificate of Compliance with the Federal Regulations. This form is used to indicate the type of appliances, the structural design and various information. There is not a Standard form number due to the fact that some manufacturers use different forms.	
File is arranged:		Alphabetically by manufacturer.	
8. Monthly Reference Rate		How often are records referred to which are: One to six months old <u>Twice</u> ; Seven to twelve months old <u>Twice</u> ; Thirteen to twenty-four months old <u>0</u> ; twenty-five months and older <u>0</u> ?	
9. Annual Rate of Accumulation of Records		Letter-size drawers _____; Legal-size drawers <u>6</u> ; Shelves _____; Other (specify) _____	

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	0	years.	d. Audit period	0	years.
b. Statute of limitation	0	years.	e. Administrative need	0	years.
c. Federal law	30	years.	f. Federal retention instructions	0	years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

Federal Register, Mobile Home Procedural and Enforcement Regulation, Subpart H, para. 3282.362-(ii)(d), attached. The permanent record file shall be available during the life of a mobile home. The life of a mobile home has been established at 30 years.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area 6 month(s) _____ year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☒ Transfer to State Records Center; hold 29 1/2 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify) _____

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Pete Paulsen</i>	<i>5-13-83</i>	<i>Fred Anderson</i>	<i>5-23-83</i>
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		<i>Edward Weldon</i>	<i>6-6-83</i>
		<i>Edward Weldon</i>	<i>6/2/83</i>
		<i>Edward Weldon</i>	<i>6-8-83</i>



313-15
BX4

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Comptroller General's Office State Fire Marshal's Office Mobile Home Division 7 Martin Luther King, Jr. Drive, SW Atlanta, GA 30334	Application Number 73-139-A	
Application Number		Date Received MAY 7 1982	Date Completed MAY 17 1982
2. Person to Contact Pete Paulsen		Working Title Administrator, Mobile Home Division	Telephone Number 2064
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. <u>73-139-A</u> Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest _____ Latest _____		5. Records Series Title (followed by title used in office, if different) Certificate of Compliance Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? To administer The Uniform Standards Code for Factory Manufactured Movable Homes Act. To inspect and supervise the construction of mobile homes that are manufactured in and out of state and are offered for sale in Georgia. To license, inspect, and monitor the mobile home dealers and manufacturers in the State of Georgia. To inspect and monitor out of state manufacturers. Reviews all plans and specifications, and test data submitted by mobile home manufacturers. Assists plant personnel in correcting production procedures that violate the Fire Safety Laws. Issues Code Certification Decals to mobile home manufacturers. Monitors mobile home complaints made by consumers against mobile home manufacturers and dealers.			
7. Record Series Description Documents relating to: Included are: File is arranged:		This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Certificate of Compliance with the Federal Regulations This form is used to indicate the type of appliances, the structural design and various information. There is not a Standard form number due to the fact that some factories use different forms. Alphabetically by manufacturer.	
8. Monthly Reference Rate		How often are records referred to which are: One to six months old <u>Twice</u> ; Seven to twelve months old <u>Twice</u> ; Thirteen to twenty-four months old _____; twenty-five months and older _____?	
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers <u>6</u> ; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	0 years.	d. Audit period	0 years.
b. Statute of limitation	0 years.	e. Administrative need	0 years.
c. Federal law	30 years.	f. Federal retention instructions	0 years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

Federal Register, Mobile Home Procedural and Enforcement Regulation, Subpart H, paragraph 3282.362 (ii)(d), attached. The permanent record file shall be available during the life of a mobile home. The life of a mobile home has been established at 30 years.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 1 year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☒ Transfer to State Records Center; hold 29 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
Pete Paulsen	5-3-82	Fred Anderson	5-7-82
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	5-12-82
		Secretary of State/Designee	5-10-82
		Attorney General/Designee	5-7-82

313-15
4
APPLICATION FOR RECORDS RETENTION SCHEDULEOFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		1. Agency Address	FOR RECORDS MANAGEMENT USE	
Application Date 7-1-80		Office of Comptroller General SFMO-Mobile Homes Division 7 M. L. K. Jr. Drive, Room 455 Atlanta, Georgia 30334	Application Number 73-139-A	
Application Number			Date Received AUG 12 1980	Date Completed AUG 25 1980
2. Person to Contact JoAnne Bryant		Working Title Secretary	Telephone Number 656-2064	
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. <u>73-139</u> Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void				
4. Dates of Series Earliest Latest		5. Records Series Title (followed by title used in office; if different) Certificate of Compliance Files		
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? To administer the Federal Mobile Home Construction and Safety Standards and to inspect and supervise the construction of mobile homes produced in Georgia. Issues HUD/GEO labels to be placed on all units to indicate they are built in accordance with the Federal Regulations.				
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Certificate of compliance with the Federal Regulations. Included are: This form is used to indicate the type of appliances, the structural design and various information. There is not a Standard form number due to the fact that some factories use different forms. File is arranged: Alphabetically by manufacturer.				
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>Twice</u> ; Seven to twelve months old <u>Twice</u> ; Thirteen to twenty-four months old _____; twenty-five months and older _____?				
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers <u>6</u> ; Shelves _____; Other (specify) _____				

YES	NO	10. Questionnaire (Place an "X" in the proper column).
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X		c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|--------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | _____ years. |
| c. Federal law | 5 years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

The National Mobile Home Construction and Safety Standards Act of 1974
Pub. L 93-383, 42 U.S.C. 5401 et seq.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) _____ 1 year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☒ Transfer to State Records Center; hold 4 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>James B. Galt</i>	7/28/80	<i>Fred Anderson</i>	7-24-80
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		<i>Carroll Hest</i>	8-21-80
State Auditor/Designee			
Secretary of State/Designee			
Attorney General/Designee			
		<i>MSheep</i>	8-21-80

STATE
OF
GEORGIA313-15
Application for
RECORDS DISPOSITION STANDARDOFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION4
PAGE
1

1. Application Date 2-9-73		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed MAR 6 1973 13-139 MAR 9 1973	
2. Agency Application No.		3. AGENCY, Division, Subdivision & Administering Office Address Mobile Homes Branch State Fire Marshal's Office Office of the Comptroller General		4. Person to Contact Paula Mont	
5. Working Title Steno II		6. Tel. No. 2065			
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Earliest & Latest Dates of Series 9/68 -- 12/71		9. Exact Series Title Certificates of Compliance (Forms FM57-B) Files			
10. What is the function of the office in which this record series is created? To administer The Uniform Standards Code for Factory Manufactured Movable Homes Act. To inspect and supervise the construction of mobile homes that are manufactured in and out of state and are offered for sale in Georgia. To license, inspect, and monitor the mobile home dealers and manufacturers in the State of Georgia. To inspect and monitor out of state manufacturers. Reviews all plans, specifications, and test data submitted by mobile home manufacturers. Assists plant personnel in correcting production procedures that violate the Fire Safety Laws. Issues Code Certification Decals to mobile home manufacturers. Monitors mobile home complaints made by consumers against mobile home manufacturers and dealers.					
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement). 1. Documents relating to certifications of compliance with the Uniform Standards Code by Manufacturers of Mobile Homes. 2. The files include Certificate of Compliance forms (FM 57-B). In late 1969 Certificate of Compliance Form FM 57-B replaced Form FM 57. 3. The files are arranged: For Form FM 57 -- In numerical order by ascending even numbers beginning with number 10. For Form FM 57-B -- In alphabetical order by name of mobile home manufacturer.					
ATTACH SAMPLES OF THE FILE					
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers				1 2	
Legal-size File Drawers		2	4	Floor Space Occupied (Square Feet) 7	
				In Office(s) In Storage Area(s)	
				This Year's Last Year's Preceding Year's All Prior Years'	
				AVERAGE DAILY REFERENCES 3, 2 1 0	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

- | | YES | NO |
|---|-------------------------------------|-------------------------------------|
| 13. Is this the Record Copy of the series? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 14. Is there a duplication of this series in another office or agency? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 16. Does the series contain classified information requiring security handling? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 17. Does the series initiate, amend or terminate agency policies and procedures? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 18. Could the function be performed if the files were lost or destroyed? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 20. Does the record series provide data as input to an EDP file? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 21. Does the record series contain documentation produced as EDP printout? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 22. Has the Federal Government issued instructions governing the retention/disposition of these files? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 23. Will there be a need for these records 10, 15 years from now? If yes, what? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

24. REQUIREMENTS. The following requires the files to be kept 30 years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

Certificates of Compliance are issued to each mobile home constructed. A record indicating that these units were built in compliance with our laws needs to be kept for the protection of the consumer during the lifetime of the unit.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☒ CALENDAR YEAR ☐ FISCAL YEAR ☐ OTHER _____, then:

- ☒ Hold in the current files area _____ month(s)/ 1 year(s):
☒ Transfer to ☒ State Records Center ☐ Local Holding Area; hold 29 year(s):
☒ Destroy.
☐ Transfer to State Archives for permanent retention.
☐ Destroy immediately after cut-off.
☐ Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>Fred Anderson</i>	<u>2/14/73</u>		
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>James J. Caldwell</i>	<u>2/15/73</u>
	State Auditor/Designee <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>William M. Dixon</i>	<u>3-7-73</u>
	Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Carroll East</i>	<u>3/6/73</u>
	Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Robert H. Hill</i>	<u>3-7-73</u>

STATE RECORDS
COMMITTEE